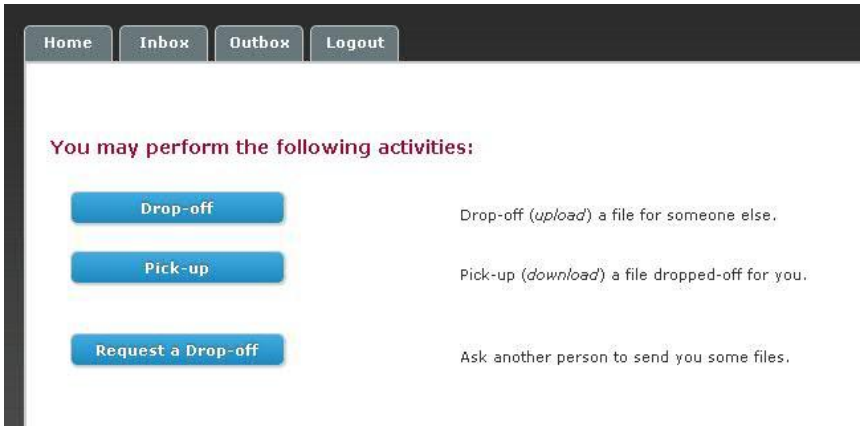
FastFile (Large File Transfer Service) – User Guide

The FastFile service is a method of transferring files of up to 15GB via a web interface. The service is available to users both internal and external to the University, with instructions as follows. The address for FastFile is fastfile.cardiff.ac.uk (note that fastfile.cf.ac.uk will not work).

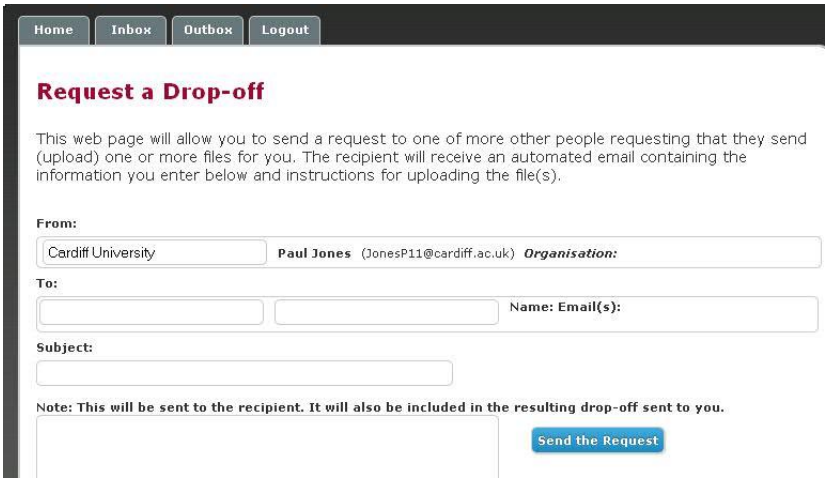
For members of Cardiff University.

To avoid having to verify your email address, it is easier to login to FastFile using your standard network username and password.

Once you have logged in you will be presented with the following options screen:



The “Drop-off” and “Pick-up” options should be fairly self explanatory. The “Request a Drop-off” option is available should you wish to mail someone asking them to drop-off a file for you:


Home
Inbox
Outbox
Logout
Request a Drop-off
This web page will allow you to send a request to one of more other people requesting that they send (upload) one or more files for you. The recipient will receive an automated email containing the information you enter below and instructions for uploading the file(s).
From:
Cardiff University
Paul Jones (JonesP11@cardiff.ac.uk) Organisation:
To:
Name: Email(s):
Subject:
Note: This will be sent to the recipient. It will also be included in the resulting drop-off sent to you.
Send the Request

For non-members of Cardiff University.

Non-members of Cardiff University can only send to @cardiff addresses.

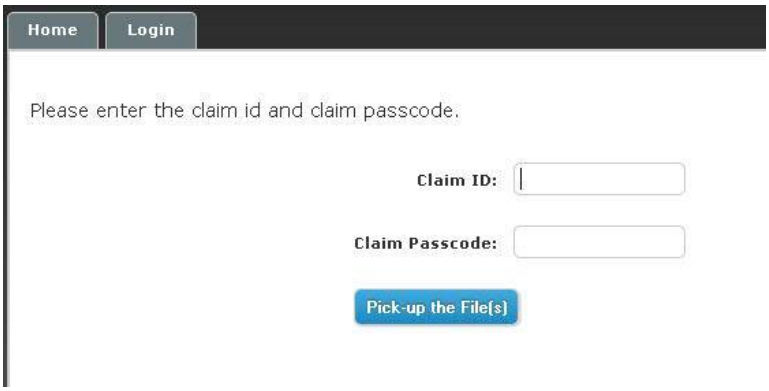
Selecting “Drop-off” presents you with the following screen:

Home
Login
Information about the Sender
If you have been given a "Request Code" then just enter it here and click the button at the bottom of this form.
Request Code:
If you do not have a "Request Code" then please complete the rest of this form:
Your name:
(required)
Your organisation:
(required)
Your email address:
(required)
To confirm that you are a real person (and not a computer), please fill in the form below:
Type the two words:
reCAPTCHA
stop spam.
read books.
I now need to send you a confirmation email.
When you get it in a minute or two, click on the link in it.
Send confirmation

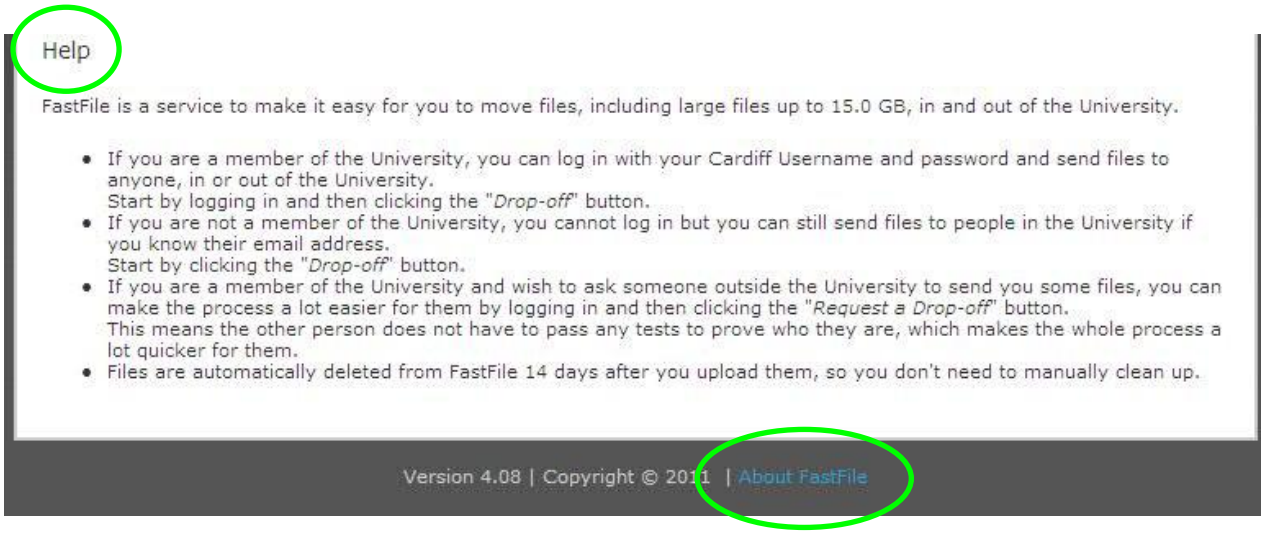
You will need to enter text from the Recaptcha box. This can sometime be difficult to read, so you can ask for a different Recaptcha text by clicking the refresh button as indicated below:

You will then be sent an email to the address you entered on the form containing a link. This link will take you to a form to add recipients and upload files.

Selecting “Pick-up” firstly prompts you with a Recaptcha box to prove human interaction. Once this has been verified you will be presented with a screen to enter the Claim ID and Passcode given in the email:



Further information and help is also available on the FastFile main page:


Help
FastFile is a service to make it easy for you to move files, including large files up to 15.0 GB, in and out of the University.
If you are a member of the University, you can log in with your Cardiff Username and password and send files to anyone, in or out of the University.
Start by logging in and then clicking the "Drop-off" button.
If you are not a member of the University, you cannot log in but you can still send files to people in the University if you know their email address.
Start by clicking the "Drop-off" button.
If you are a member of the University and wish to ask someone outside the University to send you some files, you can make the process a lot easier for them by logging in and then clicking the "Request a Drop-off" button.
This means the other person does not have to pass any tests to prove who they are, which makes the whole process a lot quicker for them.
Files are automatically deleted from FastFile 14 days after you upload them, so you don't need to manually clean up.
Version 4.08 | Copyright © 2011 | About FastFile

Information to note.

- Up to 15GB can be transferred in a single transaction
- Files are automatically deleted 14 days after “drop-off”
- Uploading/downloading large files from a home network can be much slower due to restricted speeds from internet service providers. Your computer has approximately 2 hours to complete and upload/download
- Matrix of sending/receiving options:

		To	
		CU member	Non-CU member
From	CU member	✓	✓
	Non-CU member	✓	✗